



## OFFICE OF CHIEF INFORMATION OFFICER CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	OFFICE OF CHIEF INFORMATION OFFICER	<b>RELEASE DATE:</b>	Friday, May 22, 2009
<b>POSITION TITLE:</b>	Chief Deputy Director, Office of Technology Services	<b>FINAL FILING DATE:</b>	Friday, June 5, 2009 <i>or until filled</i>
<b>CEA LEVEL:</b>	CEA 5	<b>EXTENDED FINAL FILING DATE:</b>	Saturday, June 6, 2009
<b>SALARY RANGE:</b>	\$ 6,173.00 - \$10,520.00 / Month	<b>BULLETIN ID:</b>	05222009_2

### POSITION DESCRIPTION

Under the general direction of the Director, Office of Technology Services (OTS), the Chief Deputy Director serves as Chief Operating Officer (COO) for office responsible for the management and operational oversight of data center and shared services, and statewide telecommunications and network services. The incumbent is responsible for providing mission and values-based leadership, direction, support and assistance to the OTS operating divisions to optimize operational effectiveness and strategic position. The incumbent works with the Office of the Chief Information Officer (OCIO) and Chief Technology Officer in managing overall day-to-day IT operations to reduce IT infrastructure costs, while enhancing performance and customer satisfaction.

Responsibilities include:

- Serving as Chief advisor to the Director and OCIO in the formulation of IT Infrastructure and service policies;
- Providing leadership in the planning; management and implementation of new customer initiatives;
- Working collaboratively with the stakeholders to implement innovative and secure eGovernment solutions;
- Providing leadership and direction in order to achieve cost-effective, reliable and secure services and solutions; and
- Forging strong partnerships with customers by understanding their business objectives and evaluating the state's IT infrastructure to ensure support for customer programs.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

#### Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

**Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

In addition to the above, the following experience factors will be considered in competitively evaluating each candidate: 1. Experience at the managerial level in the area of IT with knowledge and experience in the following areas: Enterprise Architecture, Applications Development and Maintenance, Network and Platform Infrastructure, Data Management, IT Service Management, Information Security, Spending Management, Project Management, Contract Management and overall knowledge of information technology.

2. Experience in an executive capacity formulating, implementing, and evaluating IT initiatives and policies.
3. Experience at the managerial level in strategic planning, performance management, including experience with performance measurement, benchmarking, and organizational development.
4. Strong leadership and management team experience demonstrating an ability to create a clear vision, set goals and expectations, motivate initiatives at all levels, and exercise sound judgment in developing and managing IT systems in support of departmental mission, vision, and goals.
5. Ability to represent the Office of Technology Services at a variety of meetings and hearings with federal, state and local officials, and representatives of IT organizations and the public.
6. A Bachelor's Degree in Management Information Systems, Computer Science, or related field is desirable.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief Deputy Director, Office of Technology Services**, with the **OFFICE OF CHIEF INFORMATION OFFICER**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.*

**EXAMINATION INFORMATION** This examination will consist of a review of the candidates' application and Statement of Qualifications by an executive screening committee, using predetermined evaluation criteria. Only the most qualified candidates will be selected for interviews. All applicants receiving an interview will be notified of their final score, in order to be successful in this examination a minimum rating of 70 percent must be attained.

## FILING INSTRUCTIONS

### Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.
- The Statement of Qualifications must include a brief description of one or two key accomplishments in the past 12 months.
- If qualifying under Pattern IV - a copy of DD214 or other official military documents must be attached to the State Application (Form 678)

### Applications must be submitted by the final filing date to:

OFFICE OF CHIEF INFORMATION OFFICER , Office of Technology Services  
P.O. Box 1810, Rancho Cordova, CA 95741  
Tammy Ervin | (916) 464-0315 | Tammy.Ervin@dts.ca.gov

## SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

## GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The OFFICE OF CHIEF INFORMATION OFFICER reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>